## How To Place a Flu Vaccine Order in ASIIS

October 2013

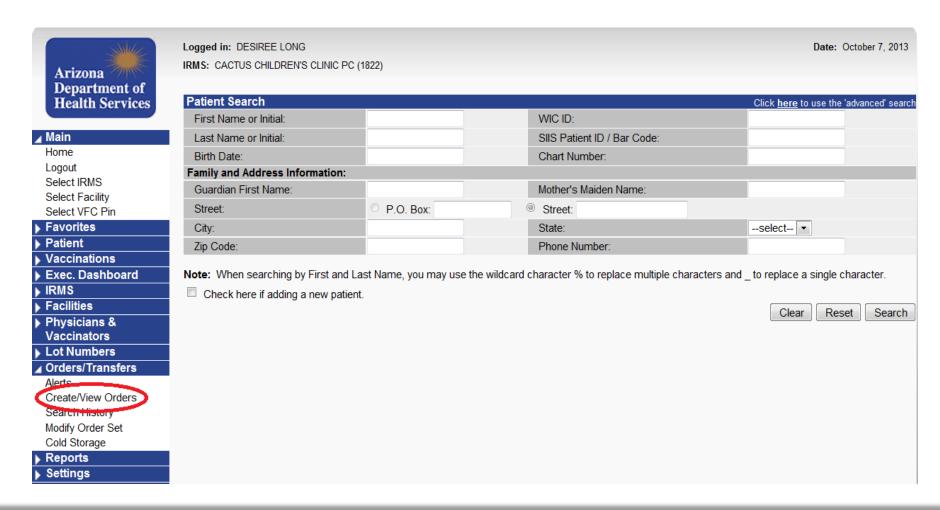








## To get started, log in to ASIIS. Once you are logged in, click on Create/View Orders under the Orders/Transfers tab



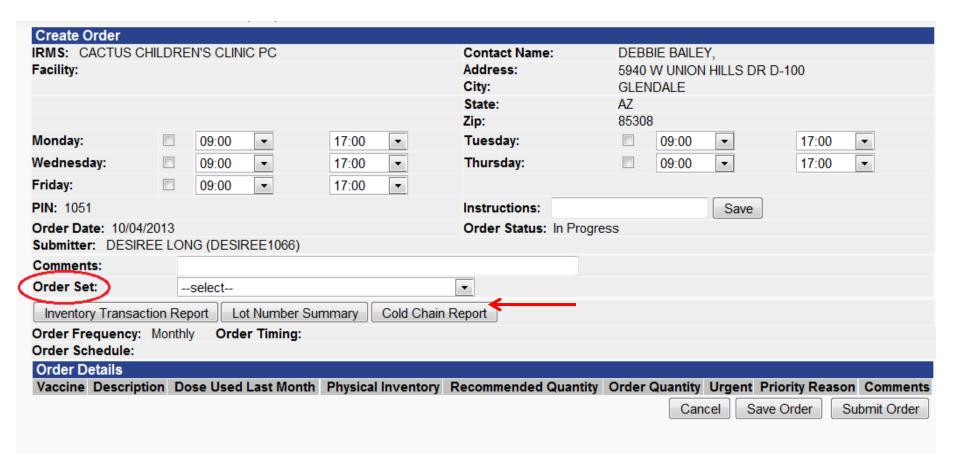








On the Create Order screen, update the hours of operation or include any instructions. If all of the information is correct, locate the **Order Set** drop down menu





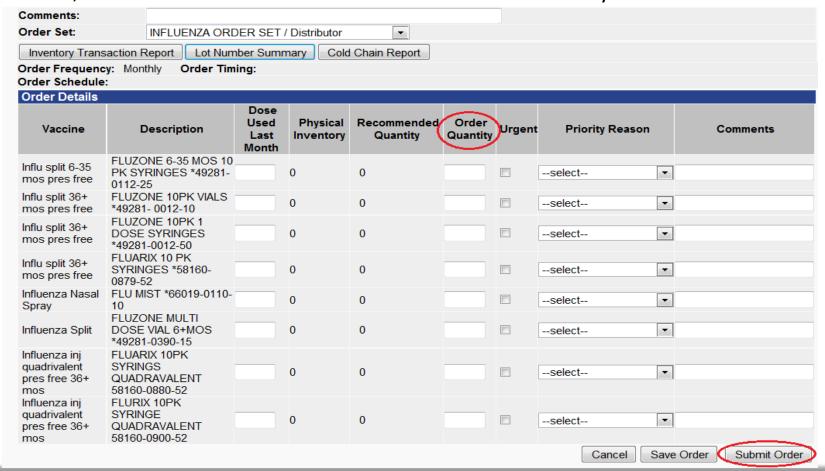
Because there is now more than one order set available, no order items will appear in the order screen until an order set is selected. Select the INFLUENZA **ORDER SET/Distributor** option from the drop down menu

Create Order													
IRMS: CACTUS CH	IILDRE	N'S CLINI	C PC			Contact Name:		DEBBI	E BAILEY	,			
Facility:						Address:		5940 V	V UNION I	HILLS DR	R D-100		
						City:		GLEND	ALE				
						State:		AZ					
						Zip:		85308					
Monday:		09:00	~	17:00	•	Tuesday:			09:00	•	17:00	-	
Wednesday:		09:00	~	17:00	•	Thursday:			09:00	•	17:00	-	
Friday:		09:00	•	17:00	_								
PIN: 1051						Instructions:				Save			
Order Date: 10/04/2	2013					Order Status: I	n Progress	S					
Submitter: DESIRE	E LON	IG (DESIR	REE1066)										
Comments:													
Order Set:		select				•							
Inventory Transacti		select IFLUENZA	ORDER SE	T / Distrib	utor	ort							
Order Frequency:						r							
Order Schedule:													
Order Details													
Vaccine Description	on Do	se Used I	Last Month	Physical	Inventory	Recommended Q	uantity C	Order Q	uantity l	Urgent F	Priority Reas	on Com	ments
									Canc	el Sa	ve Order	Submit (	Order
									Curic	o. Ja	io order	Cabillit	J. GCI





Now you should see the list of Flu vaccines. Under the Order Details section, enter the number of doses you would like to order for each vaccine in the **Order Quantity** column. Once you have entered an order quantity for all the vaccines you would like to order, click the **Submit Order** button. Do not select a Priority Reason.



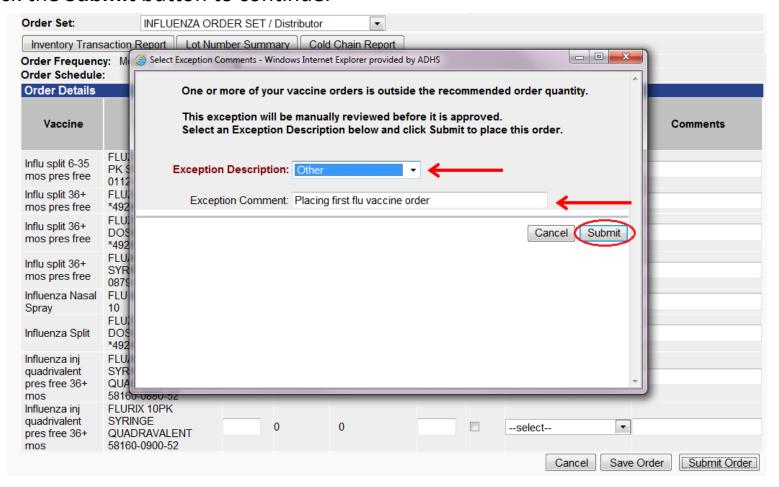








Once you click the Submit Order button, the **Select Exception Comments** window will pop up because this is the first order. Select Other under the **Exception Description** drop down and enter Placing first flu vaccine order in the **Exception Comment** field. Click the **Submit** button to continue.



The order has been created and is now listed under the Inbound Orders section. The order will not be sent to the Arizona Vaccine Center until the County Local Approver approves the order and submits it.

The Status will remain In Manual Review until the order has been approved by your county Local Approver.

,	ransfer List								
nbound Orders									
Select	Order Number	PIN	Submit Date		Approval Date		Status		
>	80798	1051	12/31/2012		01/09/2013		Approved		
>	82679	1051	10/07/2013				In Manual Review		
Backordered O	rders								
Select	Order Number	Order Number			Submit Date		Backorder Date		
enied Orders									
Select				PIN	Submit D	Date	Denial Date		
nbound Transf									
Select	Transfer Number		PIN	Subr	Submit Date		Sending IRMS/Facility		
outbound Trans	sfers								
Outbound Trans Select	sfers Transfer Number		PIN	Submit	Date	Rece	eiving IRMS/Facility		
			PIN	Submit	t Date	Rece	eiving IRMS/Facility		
	Transfer Number	PIN	PIN	Submit		Rece			

## You are done!

Please register that you have completed this training module by completing the training registration form at <a href="http://www.surveymonkey.com/s/CXL2RPY">http://www.surveymonkey.com/s/CXL2RPY</a>. You will be asked to provide your name, the module you completed, the date on which you completed the module, and a work email address.





